

Lesson 2: Enroll and Maintain Time Reporters

Course Overview

In the first lesson, you met our SHARP Trainer, James. He walked you through the basics of Time and Labor. You should now have an understanding of key terms, processes and roles in SHARP Time and Labor.

In this lesson, James will show you how to enroll time reporters during the hire process. You also will learn how to maintain time reporter information and set a default schedule for each employee. Finally, James will provide an overview of the Labor Distribution process that shares data from Time and Labor with the SMART Project Costing (PC) module.

IMPORTANT! To avoid timesheet issues, movement between agencies and FLSA / Workgroup changes should occur at the beginning of the pay period and not mid pay period. When an employee is moving from your agency to another agency, it is important that all time be submitted (and approved if the employee has a Self Service type workgroup) and that all Payable Time has been approved prior to making the Job Data changes as your agency will no longer have access to the employee's Time and Labor information.



Lesson 2: Enroll and Maintain Time Reporters

Lesson Objectives

After completing this lesson, you will be able to:

- Enroll a Time Reporter during the hiring process
- Update Time Reporter information
- Set a default schedule for an employee
- Describe the flow of project funding information from Time and Labor to Project Costing for your employees who report time to projects or grants

Lesson 2: Enroll and Maintain Time Reporters

□ Lesson Topics

In this lesson you will learn about the following topics.



Lesson 2: Enroll and Maintain Time Reporters

❑ Enrolling Time Reporters

A Time Reporter is anyone who reports time in SHARP Time and Labor through self-service, via a timekeeper or through the Time and Labor Interface. This means that every employee in your agency must be enrolled as a time reporter.



All hires /rehires and employees coming to your agency from a Regent Institution will need to be enrolled as time reporters as part of the hiring process. The hiring process is covered the **SHARP Workforce Administration and Compensation** training material which is located on the SHARP website. This lesson assumes that you already understand the hiring process.

TIP: The **Enroll Time Reporter** page is accessed using a hyperlink on the **Employment Data** page within the **Job Data** component which makes it convenient to complete enrollment at the time of hiring.



Lesson 2: Enroll and Maintain Time Reporters

□ Time Reporting Templates

Time reporting templates govern the use of taskgroups and task profiles. There are five time reporting templates:

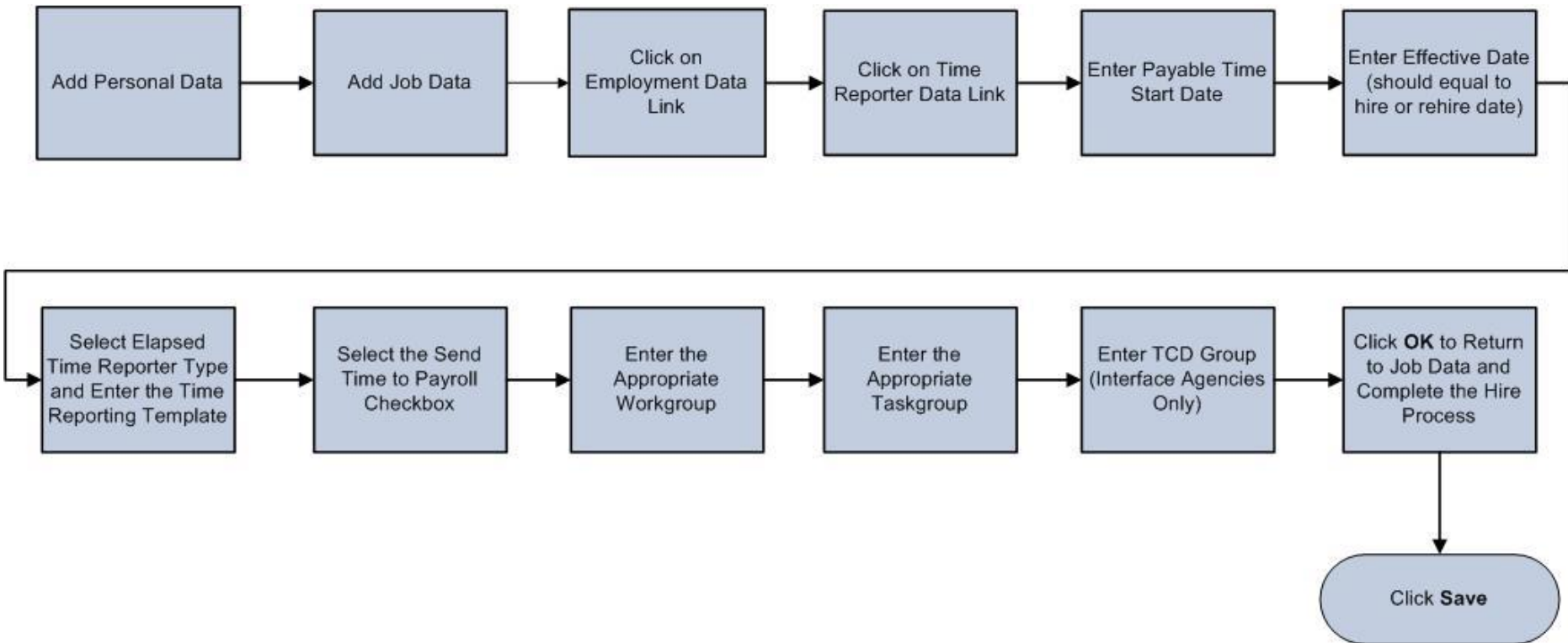
- **SOKBASIC** – Employee does not report time to a project. Funding is based on the Department Budget Table/Position Pools
- **SOKTASK** – Employee reports time to a project or grant using a taskgroup and Task Profile. Taskgroup is required on the timesheet. The Task Profile is not required.
- **SOKTASKREQ** – Employee reports time to a project or grant using a taskgroup and Task Profile. Both Taskgroup and Task Profile are required on the timesheet.
- **SOKDETAIL** – Interface agencies only
- **KBIAGENT** – Used by KBI only for KBI Agents

TIP: Each agency with employees reporting time to a project and/or grant determines whether to require just the taskgroup or both the taskgroup and the task profile.



Lesson 2: Enroll and Maintain Time Reporters

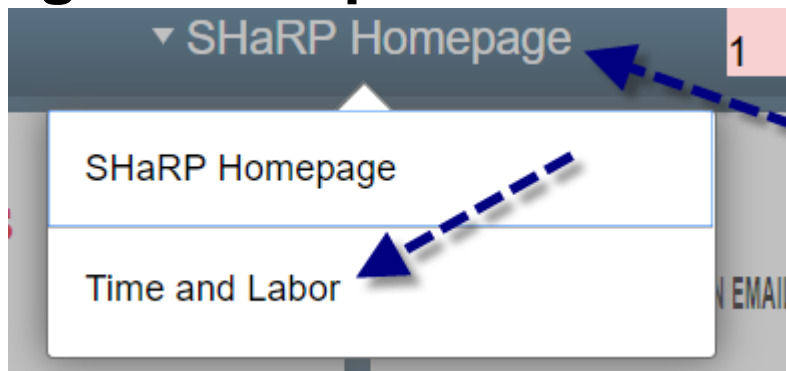
Enroll Time Reporters Process



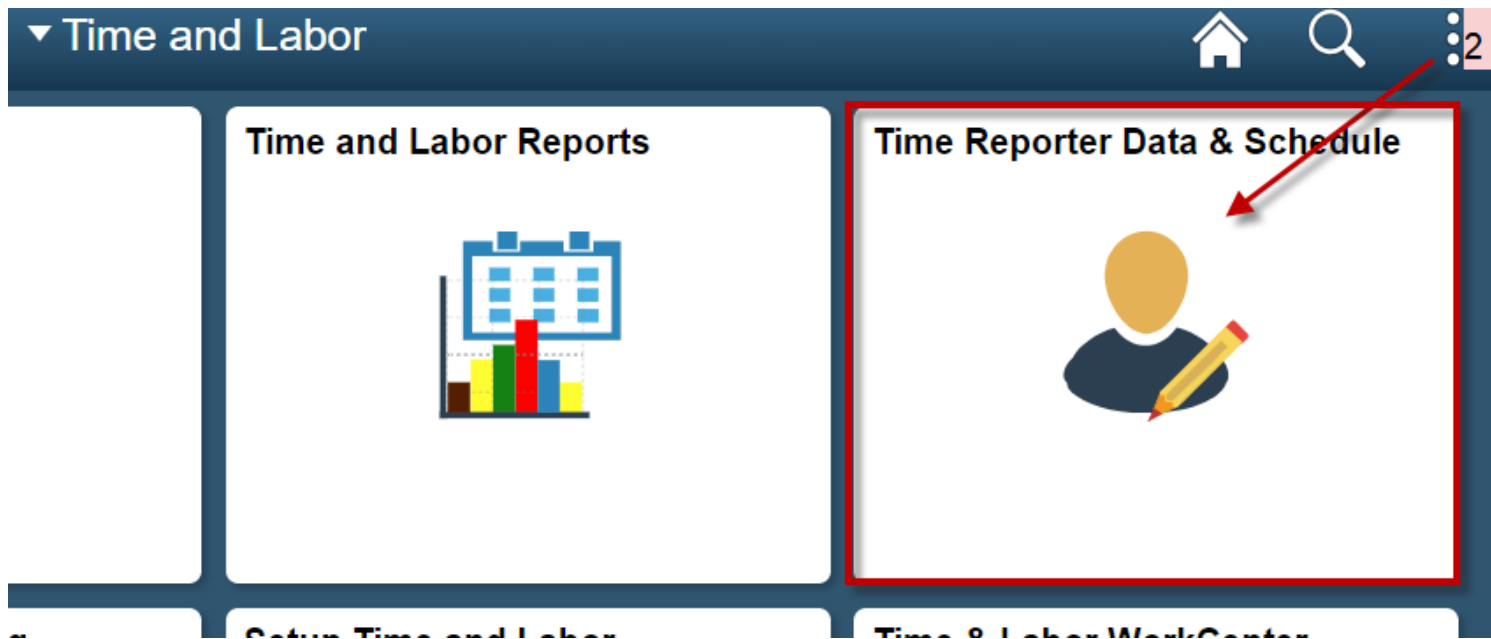
Lesson 2: Enroll and Maintain Time Reporters

Accessing Time Reporter Data

Step 1: Click the Time and Labor Homepage link.



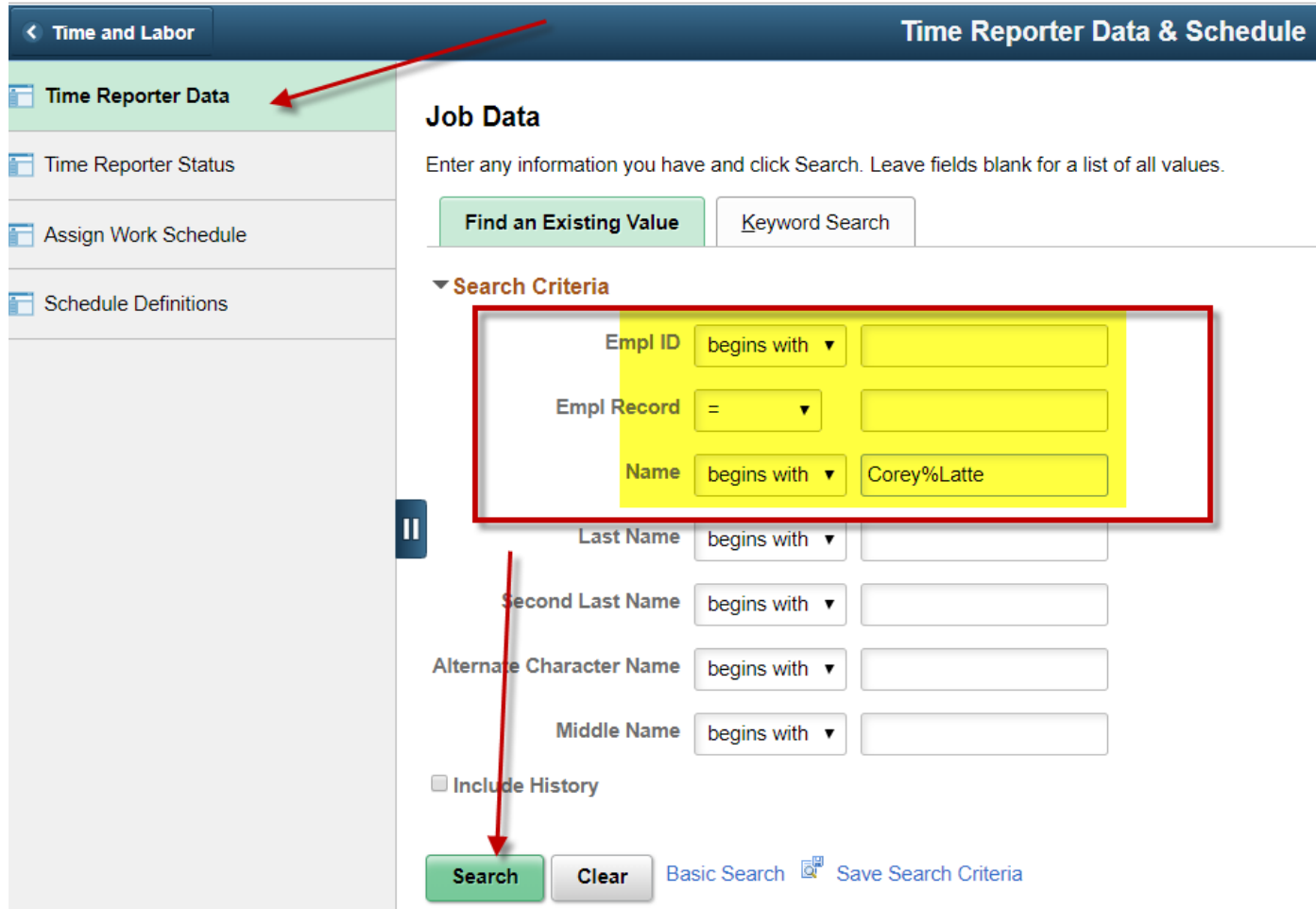
Step 2: Click the Time Reporter Data & Schedule tile.



Lesson 2: Enroll and Maintain Time Reporters

Accessing Time Reporter Data

Step 3: The Time Reporter Data Search page will default. Enter the Empl ID and Empl Record or enter the Name (Firstname%Last name). You may also list the first and last name in the separate fields. Click Search.



Time Reporter Data & Schedule

Time and Labor

- Time Reporter Data
- Time Reporter Status
- Assign Work Schedule
- Schedule Definitions

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Lesson 2: Enroll and Maintain Time Reporters

Accessing Time Reporter Data

Step 4: Click the **Time Reporter Data** link on the **Employment Information** page.

Employment Information

Kansas Employment

Corey M Latte

Employee

Empl ID K00002

Empl Record 0

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	10/30/2018	<input type="checkbox"/> Override	
Last Start Date	10/30/2018	First Start Date	10/30/2018		
Termination Date		Years	Months	Days	
Org Instance Service Date	10/30/2018	<input type="checkbox"/> Override	0	3	16

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	10/30/2018	First Assignment Start	10/30/2018		
Assignment End Date					
Home/Host Classification	Home	Years	Months	Days	
Company Seniority Date	10/30/2018	<input type="checkbox"/> Override	0	3	16
Benefits Service Date	10/30/2018	<input type="checkbox"/> Override	0	3	16
Seniority Pay Calc Date	10/30/2018	<input type="checkbox"/> Override	0	3	16

Time Reporter Data


Lesson 2: Enroll and Maintain Time Reporters

Payable Time Start Date



Step 5: Enter the Payable Time Start Date. This is the date for SHARP to start creating payable time for the time reporter. This date cannot be earlier than the **Job Data** effective date or the date the time reporter is enrolled in Time and Labor. The Effective Date and the Payable Time Start Date should be the same.


Time and Labor Data


Corey M Latte Empl ID K00001 Empl Record 0


Payable Time Start Date 


Time Reporter Data


*Effective Date 040719  *Status Active 



*Time Reporter Type Elapsed Time Reporter 


Elapsed Time Template 


Punch Time Template 


Time Period ID 


*Workgroup 


*Taskgroup  


Task Profile ID 


TCD Group 


Restriction Profile ID 


Rule Element 1 

Rule Element 2 

Rule Element 3 

Rule Element 4 

Rule Element 5 

Time Zone CST  Central Time (US)

Payroll ☒ Send Time to Payroll

Commitment Accounting ☐ For Taskgroup ☒ For Department


OK Cancel Refresh

Make sure the date is accurate. Once you navigate away from the page, this field is no longer accessible online.




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Effective Date

Step 6: Enter the **Effective Date**. This date must be the equal to or later than the hire (or rehire) date on Job Data. NOTE: The date will default as the system date (Today's Date), so be sure to change the date if the hire/rehire date is not equal to today's date.

Payable Time Start Date 04/07/2019 

Time Reporter Data Q | < >

*Effective Date 04/07/2019   *Status Active 

*Time Reporter Type Elapsed Time Reporter 

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Send Time to Payroll

Step 7: Verify that the **Send Time to Payroll** checkbox is selected.

Time Reporter Data

1 of 1

View All

*Effective Date: 04/07/2019

*Status: Active

*Time Reporter Type: Elapsed Time Reporter

Elapsed Time Template

Punch Time Template

Time Period ID

*Workgroup

Payroll

☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup

☒ For Department




Lesson 2: Enroll and Maintain Time Reporters


Elapsed Time Reporter Type


Step 8: Be sure the Time Reporter Type is **Elapsed Time Reporter**.


Time Reporter Data


1 of 1 View All


*Effective Date 04/07/2019   Status Active 

*Time Reporter Type **Elapsed Time Reporter** 

Elapsed Time Template 

Punch Time Template 

Time Period ID 

*Workgroup 

Payroll

☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup

☒ For Department






Lesson 2: Enroll and Maintain Time Reporters


Time Reporting Template


Step 9: Select the **Elapsed Time Template**. The most common Template is "SOKBASIC."


Time Reporting Template ID	Description
DOAUSEONLY	DofA Must Approve Usage MultiS
KBIAGENT	KBI Agents Only
SOKBASIC	Basic: TRC & Hours Fields
SOKDETAIL	Detailed Chartfield Fields
SOKTASK	Taskgroup/Task Profile No Req
SOKTASKREQ	Taskgroup/Task Profile Require


Time Reporter Data


*Effective Date: 04/07/2019   *Status: Active   



*Time Reporter Type: Elapsed Time Reporter 

Elapsed Time Template SOKBASIC  Basic: TRC & Hours Fields

Punch Time Template 

Time Period ID 

*Workgroup 

*Taskgroup  

Payroll

☒ Send Time to Payroll

Commitment Accounting



☐ For Taskgroup ☒ For Department


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Workgroup


Step 10: Enter the appropriate **Workgroup** for this employee. The Workgroup is determined by several factors including FLSA Status, and whether or not the employee will enter his or her own time.


Time Reporter Data


*Effective Date: 04/07/2019  


*Status: Active 

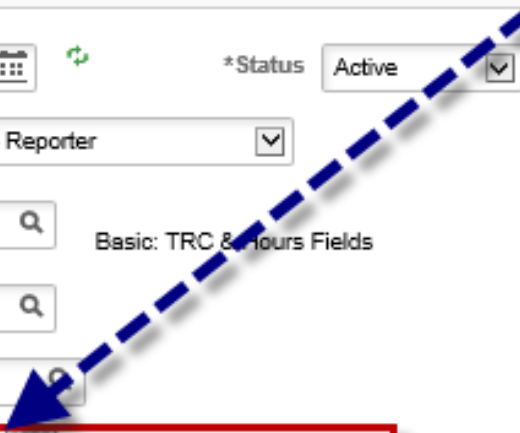
*Time Reporter Type: Elapsed Time Reporter 

Elapsed Time Template: SOKBASIC  Basic: TRC & Hours Fields

Punch Time Template: 

Time Period ID: 

*Workgroup: SS_7DAYHR  Self-Service Hourly 7 day



Workgroup	Description
IN_7DAYHR	Interface Agency Hourly 7 day
IN_NC_HRLY	Interface Non-Covered Hourly
IN_NC_SAL	Interface NonCovered Salaried
IN_SALARY	Interface Agency Salaried
KBI_14_TRC	14 Day KBI EEs See Unique TRCs
KBI_7_TRC	7 Day KBI EEs See Unique TRCs
KBI_EX_TRC	Exempt KBI EEs See Unique TRCs
PRINTERS	Printers Daily Overtime
SS_14DAYHR	Self-Service Hourly 14 day
SS_7DAYHR	Self-Service Hourly 7 day
SS_NC_HRLY	Self-Service NonCovered Hourly
SS_NC_SAL	SelfService NonCoveredSalary
SS_POS_SAL	Self Serv Positive Time Exempt
SS_SALARY	Self-Service Salaried
TK_14DAYHR	Timekeeper Hourly 14 day
TK_7DAYHR	Timekeeper Hourly 7 day
TK_NC_HRLY	Timekeeper NonCovered Hourly
TK_NC_SAL	Timekeeper NonCovered Salary
TK_SALARY	Timekeeper Salaried

Lesson 2: Enroll and Maintain Time Reporters

□ Workgroup (Cont.)

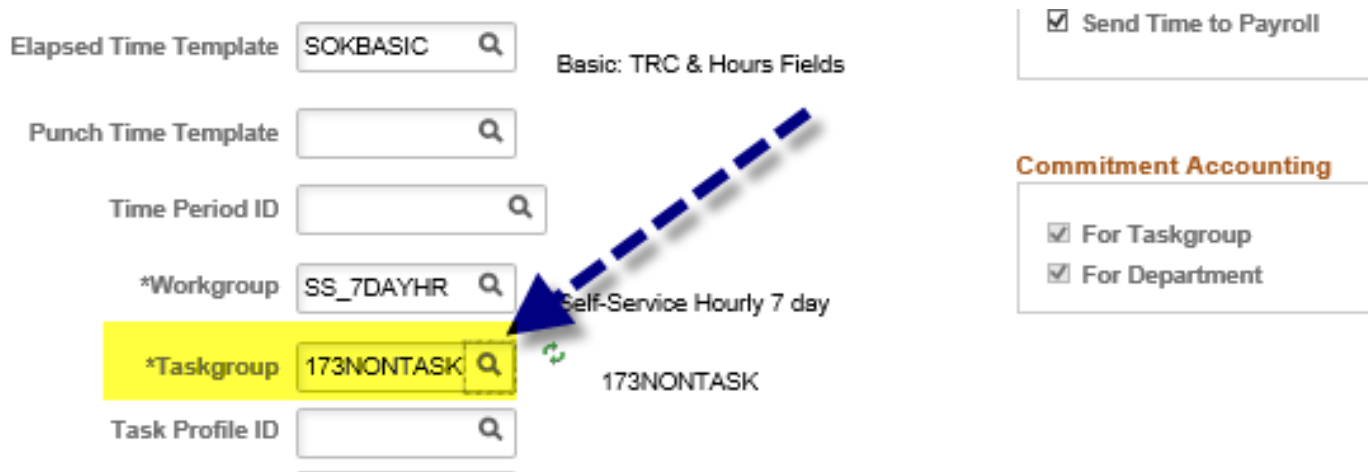
Step 11 (Cont.): Workgroup Values include several distinct categories: IN: Interface Agencies only; KBI: Kansas Bureau of Investigation only; PRINTERS: DofA Only; SS: Employee enters his own time via Time and Labor Self Service; TK: A Timekeeper enters this employee's Timesheet. (Exceptions: Heads of agencies who report to a Board or the Governor who enter their own time have a TK-type Workgroup as well). **Tips:** If the Workgroup contains a 7 or 14 it is for Non-exempt employees. If the Workgroup contains NC, it is for Non-covered FLSA employees. If the Workgroup Contains SAL or SALARY, but not NC, it is for Exempt employees. NC_HRLY are for Non-covered Hourly employees. NC_SAL is for Non-covered Salaried employees.


Workgroup	Description
IN_7DAYHR	Interface Agency Hourly 7 day
IN_NC_HRLY	Interface Non-Covered Hourly
IN_NC_SAL	Interface NonCovered Salaried
IN_SALARY	Interface Agency Salaried
KBI_14_TRC	14 Day KBI EEs See Unique TRCs
KBI_7_TRC	7 Day KBI EEs See Unique TRCs
KBI_EX_TRC	Exempt KBI EEs See Unique TRCs
PRINTERS	Printers Daily Overtime
SS_14DAYHR	Self-Service Hourly 14 day
SS_7DAYHR	Self-Service Hourly 7 day
SS_NC_HRLY	Self-Service NonCovered Hourly
SS_NC_SAL	SelfService NonCoveredSalary
SS_POS_SAL	Self Serv Positive Time Exempt
SS_SALARY	Self-Service Salaried
TK_14DAYHR	Timekeeper Hourly 14 day
TK_7DAYHR	Timekeeper Hourly 7 day
TK_NC_HRLY	Timekeeper NonCovered Hourly
TK_NC_SAL	Timekeeper NonCovered Salary
TK_SALARY	Timekeeper Salaried


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Taskgroup


Step 12: Enter the appropriate **Taskgroup** for this employee. **Note:** One default taskgroup for employees that do not report time to a project is “---NONTASK” where --- is the Agency Number + NONTASK” (example: 173NONTASK). Funding for “---NONTASK” is based on the Department Budget Table/Position Pools. If the **Time Reporting Template** is “SOKBASIC”, the Taskgroup is usually “---NONTASK”. All other Taskgroups are agency-specific and begin with the three-digit agency number.





Elapsed Time Template: SOKBASIC  Basic: TRC & Hours Fields

Punch Time Template: 

Time Period ID: 

*Workgroup: SS_7DAYHR  Self-Service Hourly 7 day

*Taskgroup: 173NONTASK  173NONTASK

Task Profile ID: 

☒ Send Time to Payroll

Commitment Accounting

☒ For Taskgroup

☒ For Department

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Task Profile ID

Note: Do not enter a **Task Profile ID** on the **Time Reporter Data** page. It could cause any Task Profile ID entered on the Timesheet to be overridden, which would cause time to be charged to the incorrect funding.

Elapsed Time Template	<input type="text" value="SOKBASIC"/>	<input type="button" value="Q"/>	Basic: TRC & Hours Fields	<input checked="" type="checkbox"/> Send Time to Payroll
Punch Time Template	<input type="text"/>	<input type="button" value="Q"/>		
Time Period ID	<input type="text"/>	<input type="button" value="Q"/>		
*Workgroup	<input type="text" value="SS_7DAYHR"/>	<input type="button" value="Q"/>	Self-Service Hourly 7 day	
*Taskgroup	<input type="text" value="173NONTASK"/>	<input type="button" value="Q"/>	173NONTASK	
Task Profile ID	<input type="text" value=""/>	<input type="button" value="Q"/>		

Commitment Accounting

☒ For Taskgroup
☒ For Department

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❑ TCD Group (Interface Agencies Only)

Step 13: If your agency interfaces time from a custom time capture system to SHARP Time and Labor timesheets, enter the **TCD (Time Control Device) Group** for your agency, which is the three digit agency number + 00.

*Workgroup	SS_7DAYHR	Q	Self-Service Hourly 7 day	
*Taskgroup	173NONTASK	Q	173NONTASK	<input type="checkbox"/> For Taskgroup <input checked="" type="checkbox"/> For Department
Task Profile ID		Q		
TCD Group		Q		

Lesson 2: Enroll and Maintain Time Reporters

❏ Maintaining Time Reporter Data

Employees' time reporter data should be updated if the default workgroup or taskgroup changes. Additionally, time reporter data needs to be updated if an employee changes exempt/nonexempt status, moves (transfers, promotes, demotes, etc) to another agency, or separates from State Service (terminates employment or retires). If an employee separates from service, be sure to add an effective dated row equal to the Termination or Retirement Date and change the **Time Reporter Status** to "Inactive."

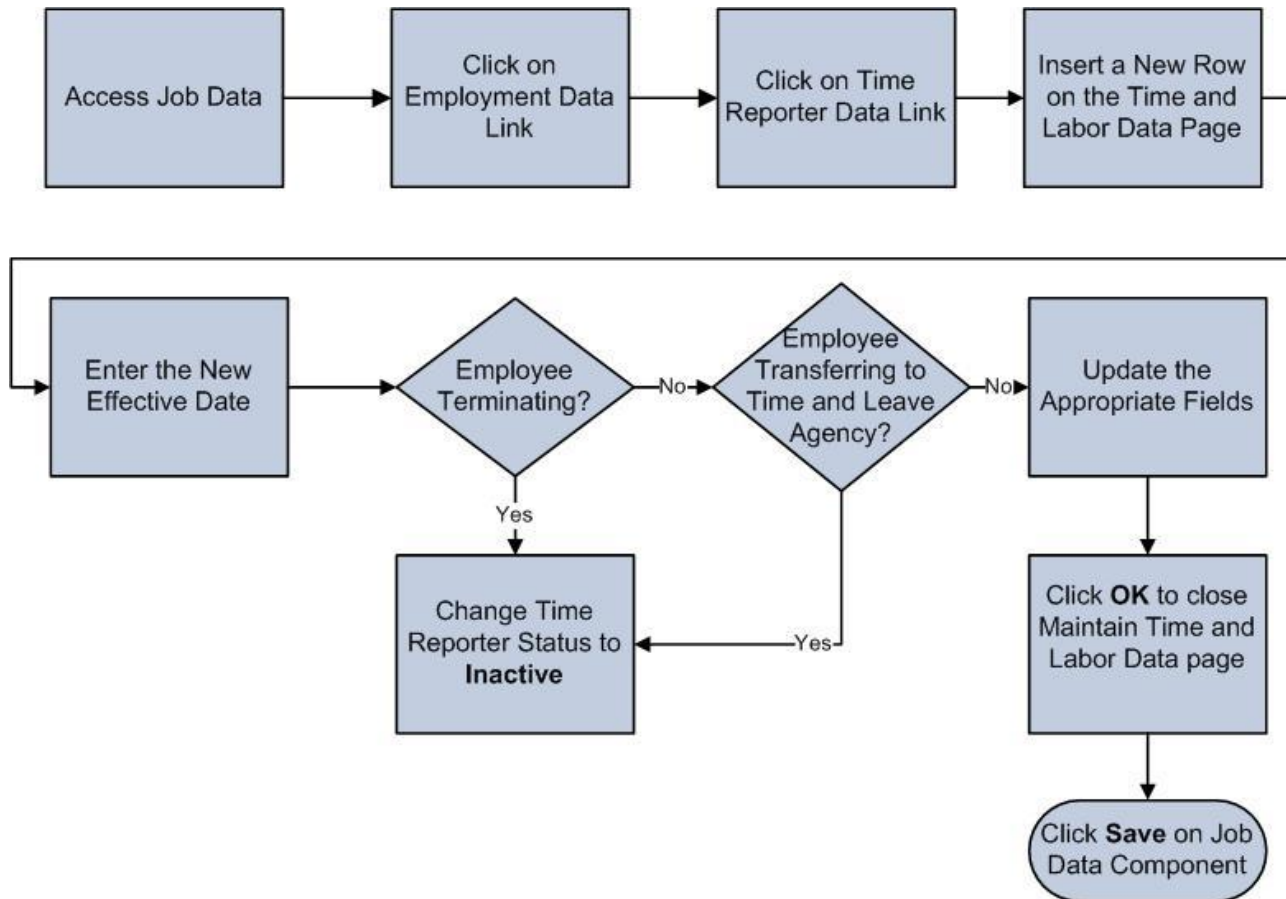
IMPORTANT! To avoid timesheet issues, movement between agencies and FLSA / Workgroup changes should occur at the beginning of the pay period and not mid pay period. When an employee is moving from your agency to another agency, it is important that all time be submitted (and approved if the employee has a Self Service type workgroup) and that all Payable Time has been approved prior to making the Job Data changes as your agency will no longer have access to the employee's Time and Labor information.

TIP: Work closely with your finance staff to understand changes to taskgroups that require updates to time reporter data.



Lesson 2: Enroll and Maintain Time Reporters

❏ Maintaining Time Reporter Data Process



Lesson 2: Enroll and Maintain Time Reporters

Accessing Time Reporter Data

Employment Information

Kansas Employment

Corey M Latte

Employee

Empl ID K00002

Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0

Original Start Date 10/30/2018

☐ Override

Last Start Date 10/30/2018

First Start Date 10/30/2018

Termination Date

Years

Months

Days

Org Instance Service Date 10/30/2018

☐ Override

0

3

16

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 10/30/2018

First Assignment Start 10/30/2018

Assignment End Date

Home/Host Classification Home

Years

Months

Days

Company Seniority Date 10/30/2018

☐ Override

0

3

16

Benefits Service Date 10/30/2018

☐ Override

0

3

16

Seniority Pay Calc Date 10/30/2018

☐ Override

0

3

16

Time Reporter Data

Step 1: Click the **Time Reporter Data** link on the **Employment Information** page

Lesson 2: Enroll and Maintain Time Reporters

❏ Insert New Effective Dated Row

Step 2: Click the **Add New Row** button and enter the new **Effective Date** (equal to the **Termination or Retirement Date**).

Note: If the employee is terminating or retiring, it is important to ensure the employee's timesheet has been submitted/approved and all hours that may have defaulted on timesheets for days the employee will no longer be active have been removed from future timesheets.

Corey M Latte Empl ID K0000235291 Empl Record 0

Time Reporter Data 🔍 | < < 1 of 2 > > | [View All](#)

<p>*Effective Date 04/07/2019 📅 ↻</p>	<p>*Status Active ▼</p>	<p>+ -</p>
<p>Time Reporter Type Elapsed Time Reporter ▼</p>	<p>Elapsed Time Template SOKBASIC 🔍</p>	

Basic: TRC & Hours Fields

Payroll

☒ Send Time to Payroll

Lesson 2: Enroll and Maintain Time Reporters

❑ Is the Employee Terminating?

Step 3: If this employee is separating from state service, change the **Time Reporter Status** to “Inactive.”

Note: Once the Time Reporter Status changes to inactive, the self service user may no longer have access to his or her timesheet. In addition, the manager may no longer be able to approve the employee’s timesheet. **Tip:** Ask the separating employee to submit her timesheet on her last day at work and ask the Manager to review/approve the timesheet, then enter the Termination/Retirement and Inactivate the Time Reporter Data at the same time. (Exception: If Overtime is recorded, wait to enter the Inactive row until you are finished updating payouts after they default).



The screenshot shows the 'Time Reporter Data' form. A blue dashed arrow points to the '*Status' dropdown menu, which is currently set to 'inactive'. Other fields include '*Effective Date' (04/07/2019), '*Time Reporter Type' (Elapsed Time Reporter), and a 'Payroll' section. The form also has a search bar, navigation arrows, and a 'View All' link.

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Transfer or Update

Step 4: Update the appropriate fields in the **Time Reporter Data** section and click the **OK** button. This will return you to the Employment Data page. and then click the **Save** button when you return to the **Employment Information** page.

Time Reporter Data

*Effective Date

04/07/2019

*Time Reporter Type

Elapsed Time Reporter

Elapsed Time Template

SOKBASIC

Punch Time Template

Time Period ID

*Workgroup

SS_7DAYHR

*Taskgroup

173NONTASK

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

Rule Element 3

Rule Element 4

Rule Element 5

Time Zone

CST

OK

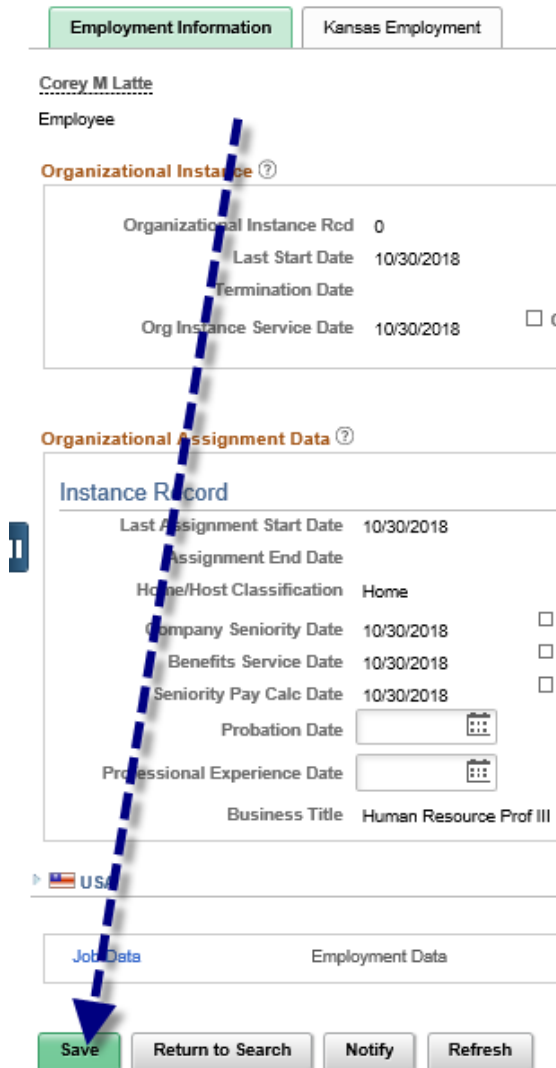
Cancel

Refresh

Lesson 2: Enroll and Maintain Time Reporters

❑ Save When Return to Employment Data

Step 5: Regardless of the updates you made on Time Reporter Data, be sure to click the **Save** button when you return to the **Employment Information** page.



Employment Information | Kansas Employment

Corey M Latte
Employee

Organizational Instance ?

Organizational Instance Rcd	0
Last Start Date	10/30/2018
Termination Date	
Org Instance Service Date	10/30/2018 <input type="checkbox"/> 0

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	10/30/2018
Assignment End Date	
Home/Host Classification	Home
Company Seniority Date	10/30/2018 <input type="checkbox"/>
Benefits Service Date	10/30/2018 <input type="checkbox"/>
Seniority Pay Calc Date	10/30/2018 <input type="checkbox"/>
Probation Date	<input type="text"/>
Professional Experience Date	<input type="text"/>
Business Title	Human Resource Prof III

USA

Job Data | Employment Data

Save | Return to Search | Notify | Refresh

Lesson 2: Enroll and Maintain Time Reporters

❑ Default Work Schedule

Schedules are used to default the time reporting code (TRC) and hours in the timesheet. The Department of Administration, Office of Personnel Services is responsible for creating and maintaining the **Schedule Definition Table**. Agencies have access to view schedule definitions to determine what is available.

Nice feature! In Time and Labor, default schedules can have different default hours in each week of the pay period. For example, 8 hours REG Monday-Friday in week 1 and 10 hours REG Monday-Thursday in week 2.


TIP: Holiday Schedules are assigned to employees on the **Job Data Payroll** page.



Lesson 2: Enroll and Maintain Time Reporters

View Schedule Definitions

Use the **Set Up Time and Labor** tile to access the **Schedule Definition** table.



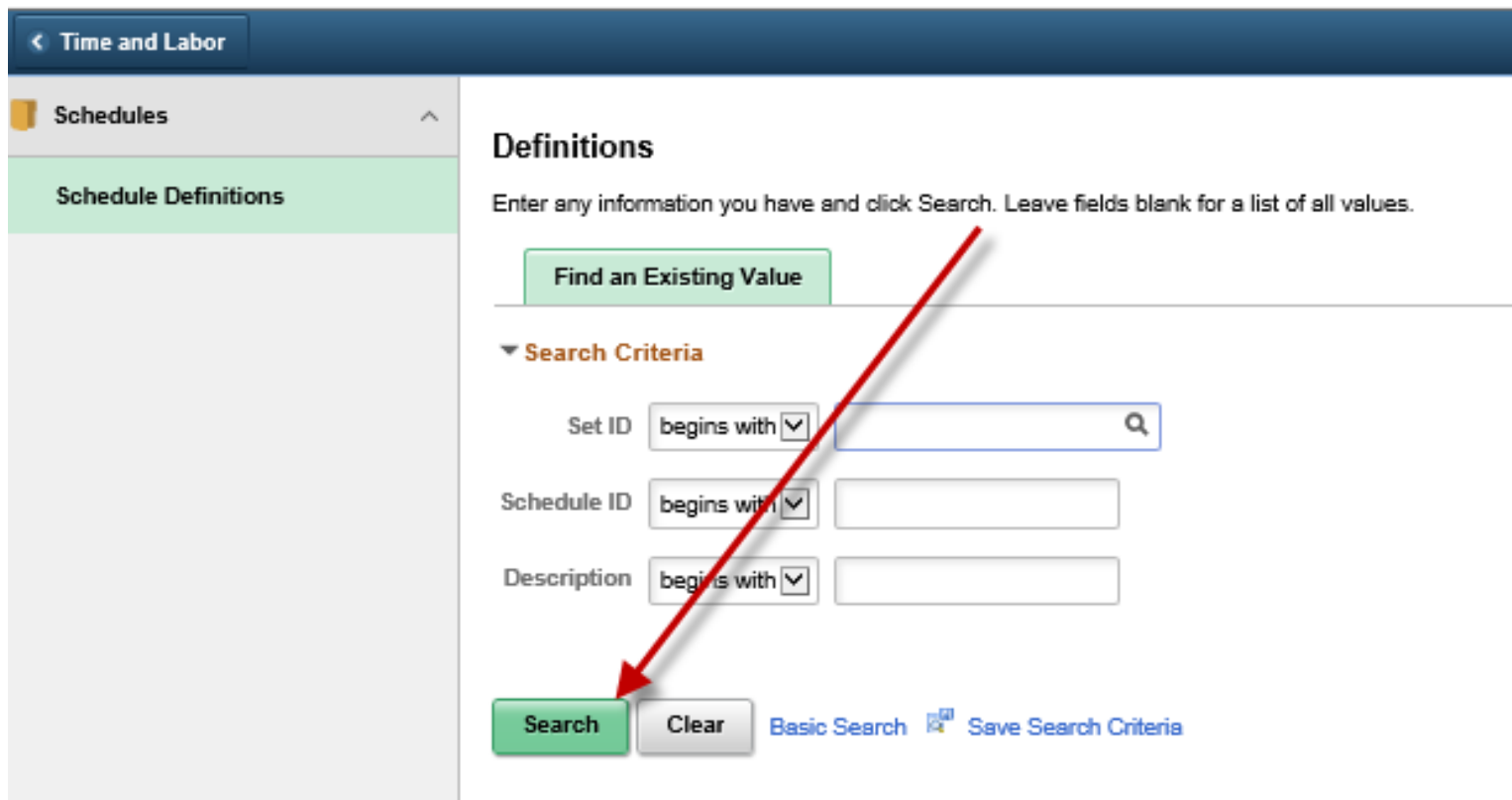
The screenshot displays a dashboard with a header bar labeled "Time and Labor". Below the header, there are eight tiles arranged in a 2x4 grid:

- Reported Time**: Icon of a document and a clock.
- Payable Time**: Icon of a clock and a green box.
- Time and Labor Reports**: Icon of a calendar and a bar chart. A red arrow points from this tile to the "Setup Time and Labor" tile.
- Time Reporter Data & Schedule**: Icon of a person and a pencil.
- Leave Balances**: Icon of a calendar with red 'X' marks.
- Time and Labor Funding**: Icon of a calendar and a green box.
- Setup Time and Labor**: Icon of a document with a green checkmark. This tile is highlighted with a red border.
- Time & Labor WorkCenter**: Icon of a bar chart and a pie chart.

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View Schedule Definitions

Leave the search criterion blank and click Search **or** enter a schedule ID or Description and click search.



< Time and Labor

Schedules

Schedule Definitions

Definitions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID begins with

Schedule ID begins with

Description begins with

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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View Schedule Definitions (cont.)

The **Definition** page shows the effective date, description, and the number of days in the schedule. **Note:** Defaults for taskgroup and time reporting template will not be set at the schedule level since this definition is shared by all agencies.

Definition

Schedule Shifts

Kansas Information

Set ID SOKID State of Kansas SETID
Schedule ID 8M-F

Schedule Details

Effective Date 11/01/2009

Description 8 Hours M-F

Definition Type Elapsed

☐ Rotating Schedule

Daylight Saving Rule Fixed Duration

Status Active

Short Description 8M-F

Days in Schedule 14

Taskgroup for Time Reporting

Default Taskgroup

Task Template ID

Time Reporting Template ID SOKBASIC Basic: TRC & Hours Fields

Save

Return to Search

Previous in List

Next in List

Refresh

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View Schedule Definitions (cont.)

The **Schedule Shifts** page shows the workdays, shifts (if applicable), default hours for each day and the default time reporting code. Click the **Show Calendar** or the **View All** link to view the Schedule Calendar.

Definition
Schedule Shifts
Kansas Information

Set ID SOKID
State of Kansas SETID
Schedule ID 8M-F

Schedule Details

Effective Date 11/01/2009
Description 8 Hours M-F
Taskgroup

Status Active
Total Hours 80.00
[Show Calendar](#)

Shift Details

Shift Time
Time Reporting Elements
Configurable Totals

Select	Day	Workday ID	Shift ID	Off Shift	Sched Hrs	More
<input type="checkbox"/>	1	SUNDAY		<input type="checkbox"/>	0.00	More
<input type="checkbox"/>	2	MONDAY		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	3	TUESDAY		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	4	WEDNESDAY		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	5	THURSDAY		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	6	FRIDAY		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	7	SATURDAY		<input type="checkbox"/>	0.00	More

Working with Shift Details

☒ Select All
☐ Deselect All
Copy
Paste
Clear Shifts

Days in Schedule 14

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View Schedule Definitions (cont.)

The **Schedule Calendar** page shows the workdays, shifts (if applicable), default hours for each day, and the default time reporting code by date.

Schedule Calendar

Set ID SOKID

State of Kansas SETID

Schedule ID 8M-F

8 Hours M-F

From Date 11/01/2009

Workgroup

Load Calendar

Previous Period

Next Period

Schedule Calendar

⌵ 🔍
◀ ◀ 1-14 c

Shift Time

Time Reporting Elements

Configurable Totals

||▶

Day	Date	Day Nbr	Workday ID	Shift ID	Sched Hrs	TRC	More
Sunday	11/01/2009	1	SUNDAY				More
Monday	11/02/2009	2	MONDAY		8.00	REG	More
Tuesday	11/03/2009	3	TUESDAY		8.00	REG	More

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View Schedule Definitions (cont.)

The **Kansas Information** page shows the FLSA Days, FLSA Hours, and 7-Day Option fields. **Note:** 14 Day / 80 Hours FLSA Schedules are only for certain Law Enforcement and Fire Protection personnel.

Definition

Schedule Shifts

Kansas Information

Set ID: SOKID State of Kansas SETID
Schedule ID: 8M-F

& Schedule Detail

Effective Date: 11/01/2009

Status: Active

Description: 8 Hours M-F

Short Description: 8M-F

Kansas Information

FLSA Days: 7 Day FLSA 7 Day FLSA

FLSA Hours: 40.0

7-Day Option: Option 1 12:01am - 12:00am

Save

Return to Search

Previous in List

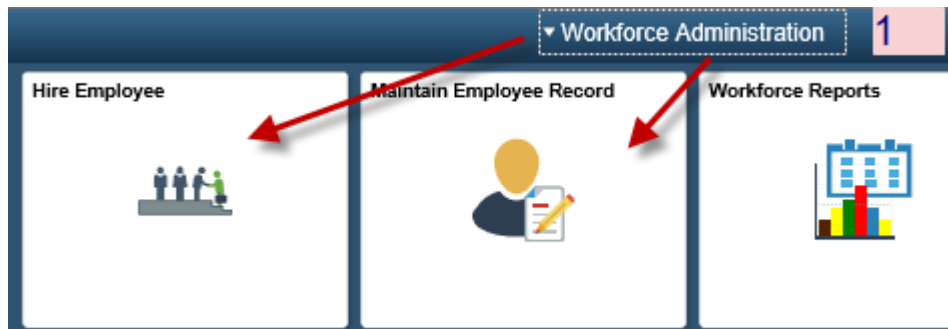
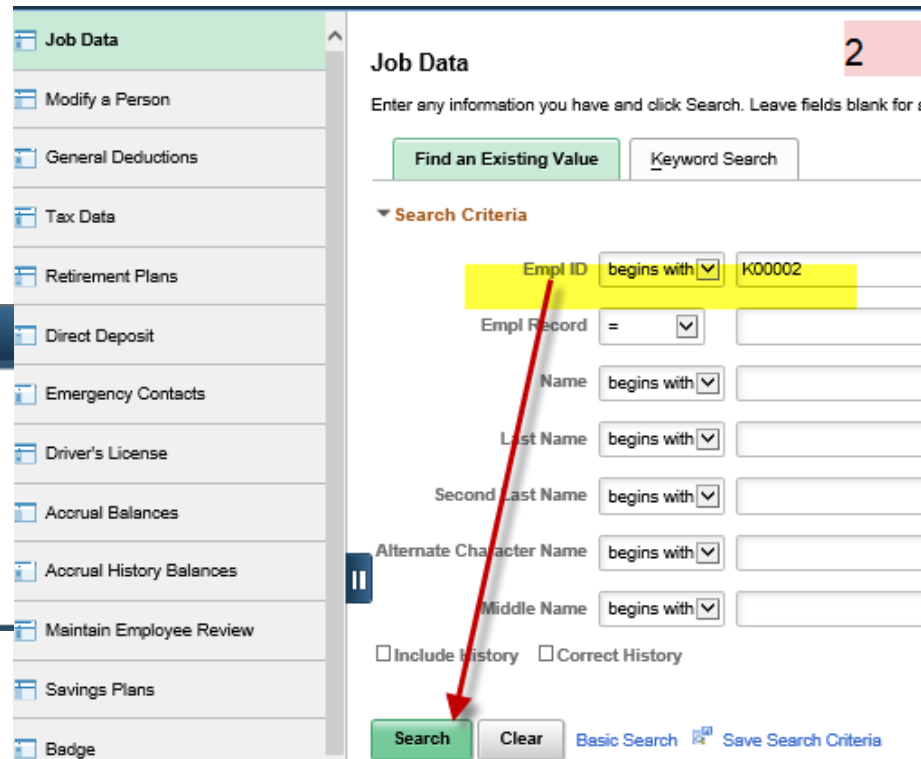
Next in List

Refresh

Lesson 2: Enroll and Maintain Time Reporters

Assign Work Schedule – Job Data

Use the **Workforce Administration Homepage, Maintain Employee Record (or Hire Employee if this is a new hire) Tile, Job Data Navigation Menu Item** to access the Kansas Information page to Assign or Maintain the Work Schedule. Work Schedules are required before being able to save when hiring an employee. **NOTE:** This is covered in the Administer Workforce training material.

Job Data

Enter any information you have and click Search. Leave fields blank for s

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History

[Basic Search](#) [Save Search Criteria](#)

Lesson 2: Enroll and Maintain Time Reporters

Assign Work Schedule – Job Data Continued

The Assignment Method remains as “Select Predefined Schedule”. Schedule Group remains as “SOKID”. Enter a Schedule Effective Date (should be hire date/rehire date or for others, it should be pay period begin date. Select the Schedule ID. Save changes).

<u>Work Location</u>	<u>J</u> ob Information	J o b <u>L</u> abor	<u>P</u> ayroll	<u>S</u> alary Plan	<u>C</u> ompensation	Kansas Information
----------------------	-------------------------	----------------------------	-----------------	---------------------	----------------------	---------------------------

<u>C</u> orey M <u>L</u> atte	Employee	Empl ID	K0000235291	Empl Record
-------------------------------	----------	---------	-------------	-------------

Kansas Information		Q		◀	◀	1 of 1	▶	▶
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Effective Date:	10/30/2018	Effective Sequence:	0	Job Indicator:	Primary Job
Short Description:	Hire	Vacant Position		Current	

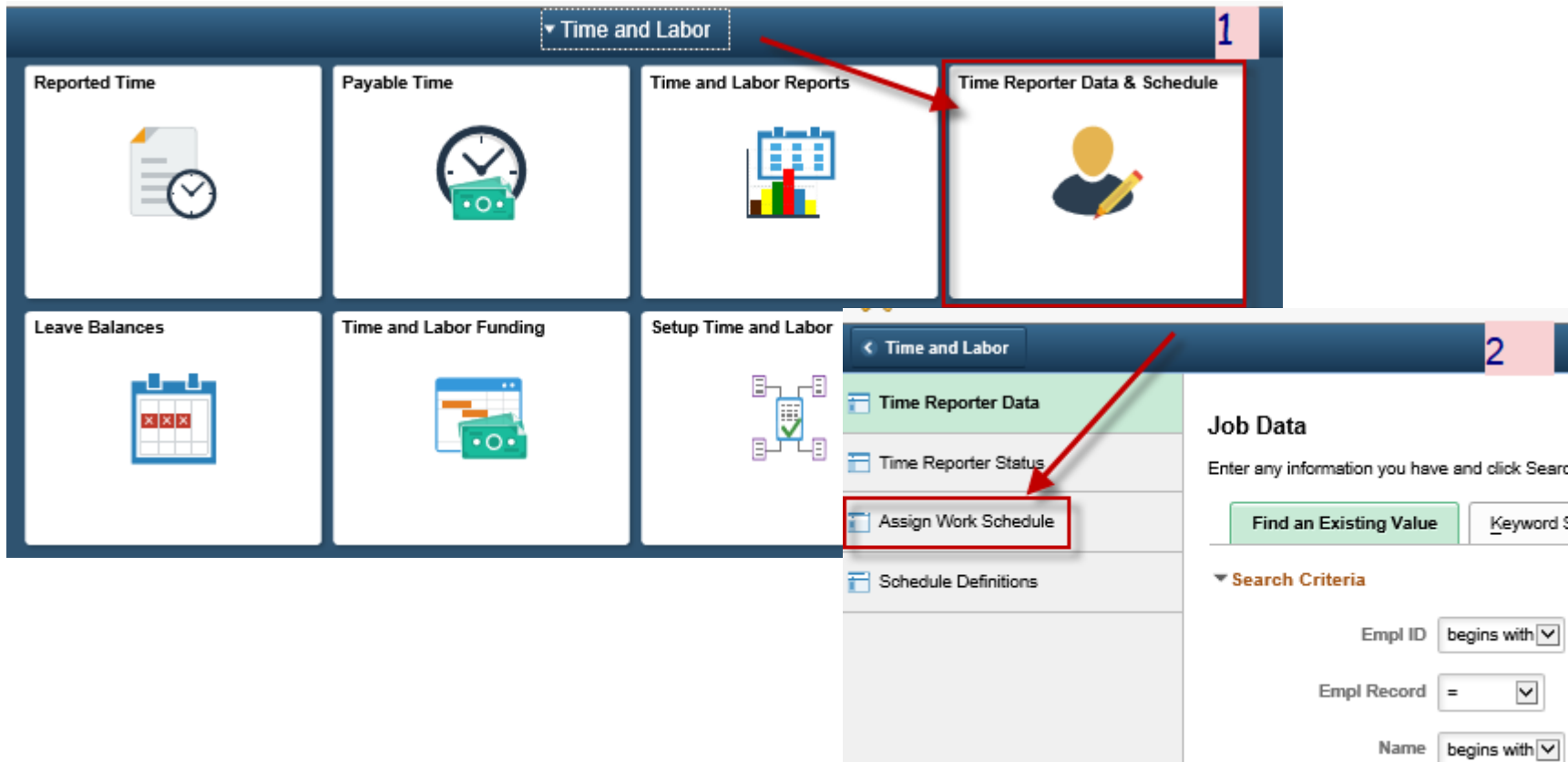
Assignment Method:	Select Predefined Schedule ▼	Schedule Group:	SOKID Q
Schedule Effective Date:	10/30/2018 📅	*Schedule ID:	8M-F Q

Save

Lesson 2: Enroll and Maintain Time Reporters

Assign Work Schedule – View Only

To View current and history work schedule information, you may also use the Time and Labor navigation. The full navigation is: Time and Labor Homepage, Time Reporter Data & Schedule Tile, Assign Work Schedule.



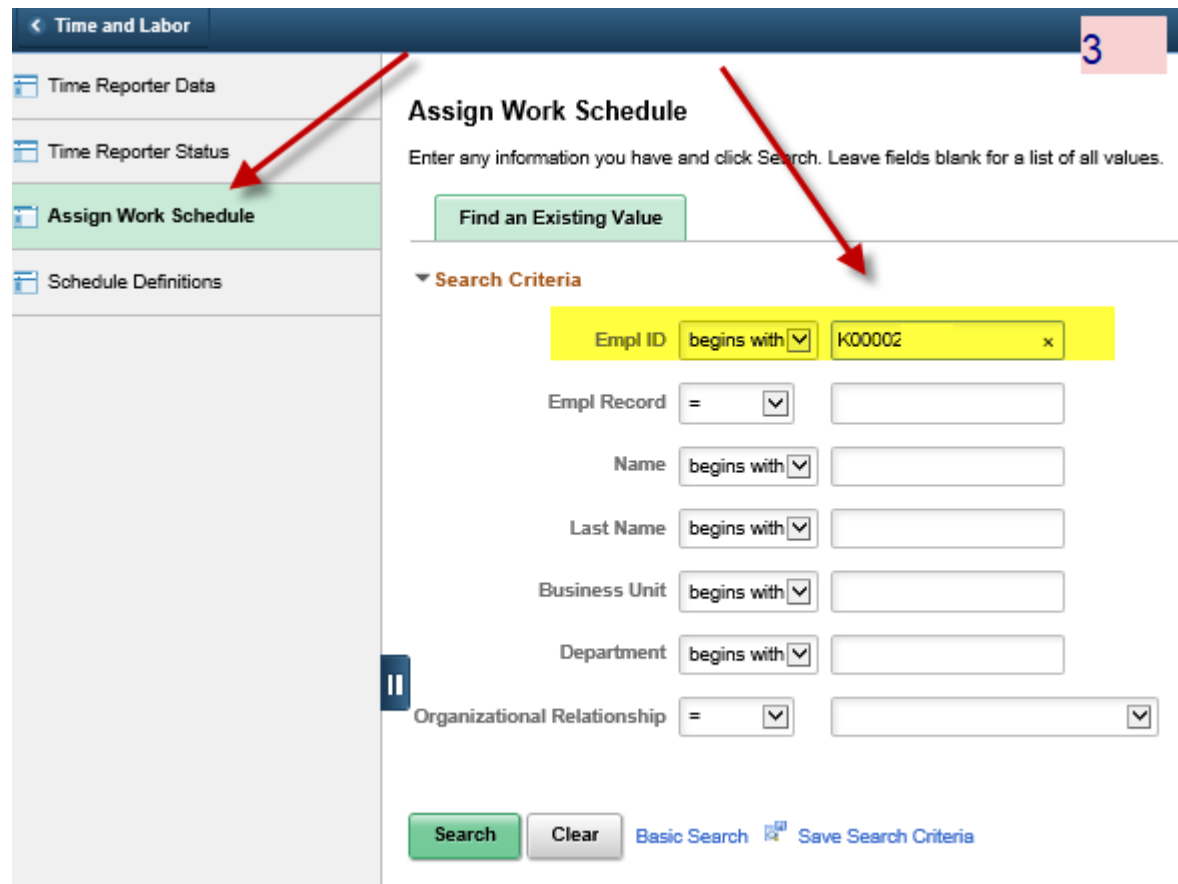
The screenshot displays the 'Time and Labor' navigation menu. The first panel shows a grid of tiles: 'Reported Time', 'Payable Time', 'Time and Labor Reports', 'Time Reporter Data & Schedule' (highlighted with a red box and labeled '1'), 'Leave Balances', 'Time and Labor Funding', and 'Setup Time and Labor'. The second panel shows the 'Time and Labor' sub-menu with options: 'Time Reporter Data', 'Time Reporter Status', 'Assign Work Schedule' (highlighted with a red box and labeled '2'), and 'Schedule Definitions'. The right side of the interface shows the 'Job Data' section with search criteria for 'Empl ID', 'Empl Record', and 'Name'.

Lesson 2: Enroll and Maintain Time Reporters

Assign Work Schedule (cont.)

The assign Work Schedule page returns more quickly if you enter the Empl ID and click Search.

Alternatively, you can search by your employee's name in the Name field. For example: Corey%Latte.



Time and Labor

- Time Reporter Data
- Time Reporter Status
- Assign Work Schedule**
- Schedule Definitions

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID

Empl Record

Name

Last Name

Business Unit

Department

Organizational Relationship

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Lesson 2: Enroll and Maintain Time Reporters

Assign Work Schedule (cont.)

The page displays current and prior schedule information. **NOTE:** This is a good place to view a work schedule for which you future dated the effective date as you can't see the work schedule future dated rows on Job Data. You can see future dated rows on this page.

Assign Work Schedule

Corey M Latte

Employee ID K00002

Human Resource Professional

Employment Record 0

Actions

Assign Schedules ?

<div> <div> <div></div> <div>Q</div> </div> <div>1-1 of 1</div> <div>View All</div> </div>					
<div> <div>Primary Schedule</div> <div>Alternate Schedule</div> </div>					
Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
10/30/2018	Select Predefined Schedule	SOKID	8M-F	8 Hours M-F	Show Schedule

View history of Schedule Assignments, including default changes

Save

Return to Search

Refresh

Lesson 2: Enroll and Maintain Time Reporters

❑ Labor Distribution

One of the major benefits of implementing Time and Labor is the ability of SMART and SHARP to “message” data back and forth. The process begins with the setup of a project (and/or grant) that identifies employees who are resources for that project. The Project information will be sent to SHARP and available for employees to report the hours to.

After time is reported and processed through to a paycheck, the SHARP data is sent to SMART so that the labor costs for a project are recorded along with all other financial information. This way, project managers are able to analyze both human resource and non-human resource costs together in one module.

TIP: The Agency Time and Labor HR and Agency Time and Labor Task Reporter roles are responsible for monitoring the “bridge” between SHARP and SMART



Lesson 2: Enroll and Maintain Time Reporters

❏ Labor Distribution Key Terms

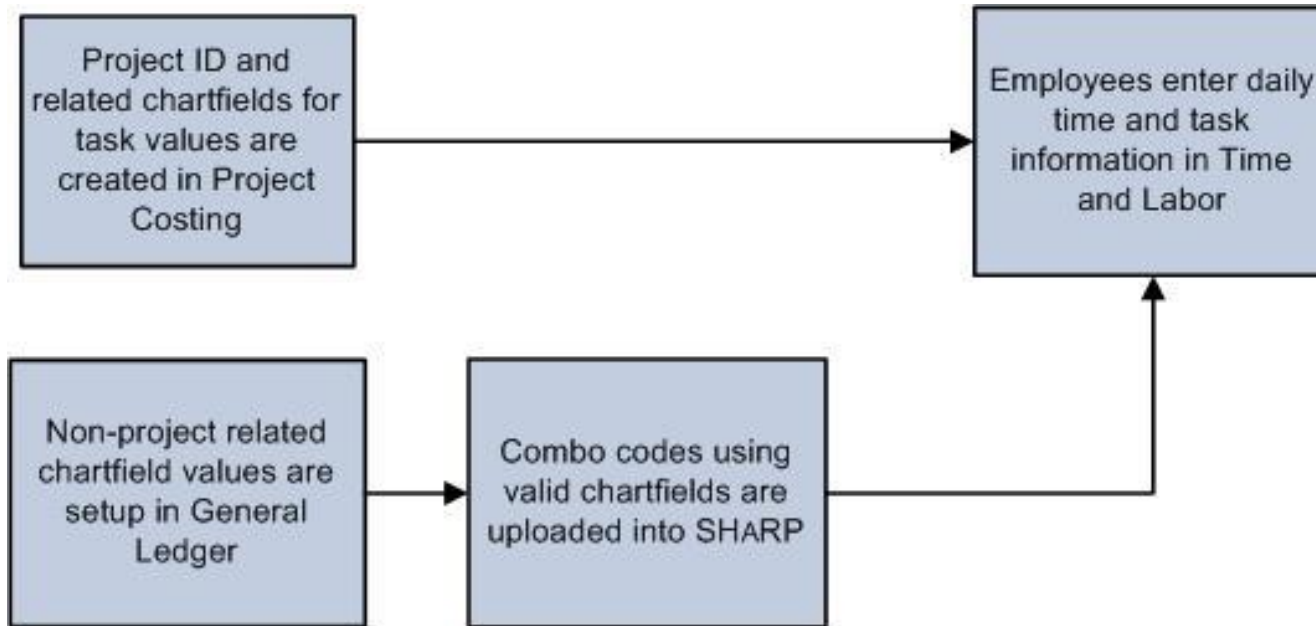
- **Labor Distribution** – Allocating labor costs back to payable time after payroll is run
- **Actuals Distribution** – Distribution of actual earnings, employer deductions, and employer taxes calculated by Payroll across combo codes (funding sources)
- **Actual Costs** – Costs calculated by payroll for the payable time and returned to Time and Labor after the completion of a pay run
- **Fringe Costs** – Employer paid benefits and taxes

TIP: Before reviewing the Labor Distribution process, it is important to understand a few key terms.



Lesson 2: Enroll and Maintain Time Reporters

❏ Labor Distribution Process

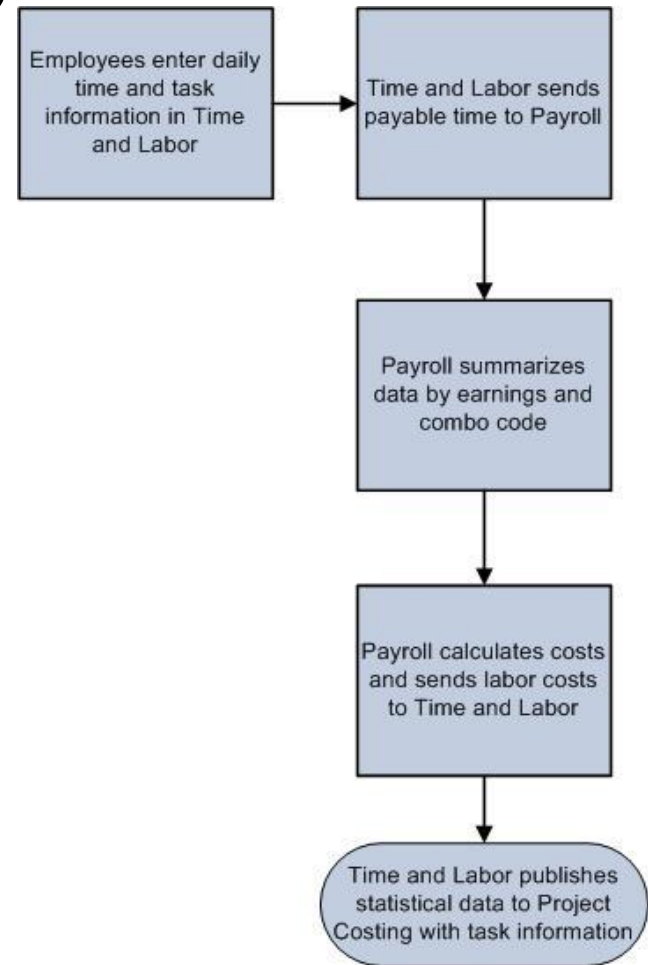


The **Labor Distribution** process begins with setting up the data necessary to record hours to projects/grants. Project-related data is set up in Project Costing and ChartField information in General Ledger, which are both modules in SMART. The data is then “messaged” to SHARP for use by Time and Labor when setting up Task Profiles. Finally, agencies setup combo codes in a file send the file to the Department of Administration, Office of the Chief Financial Officer.

Lesson 2: Enroll and Maintain Time Reporters

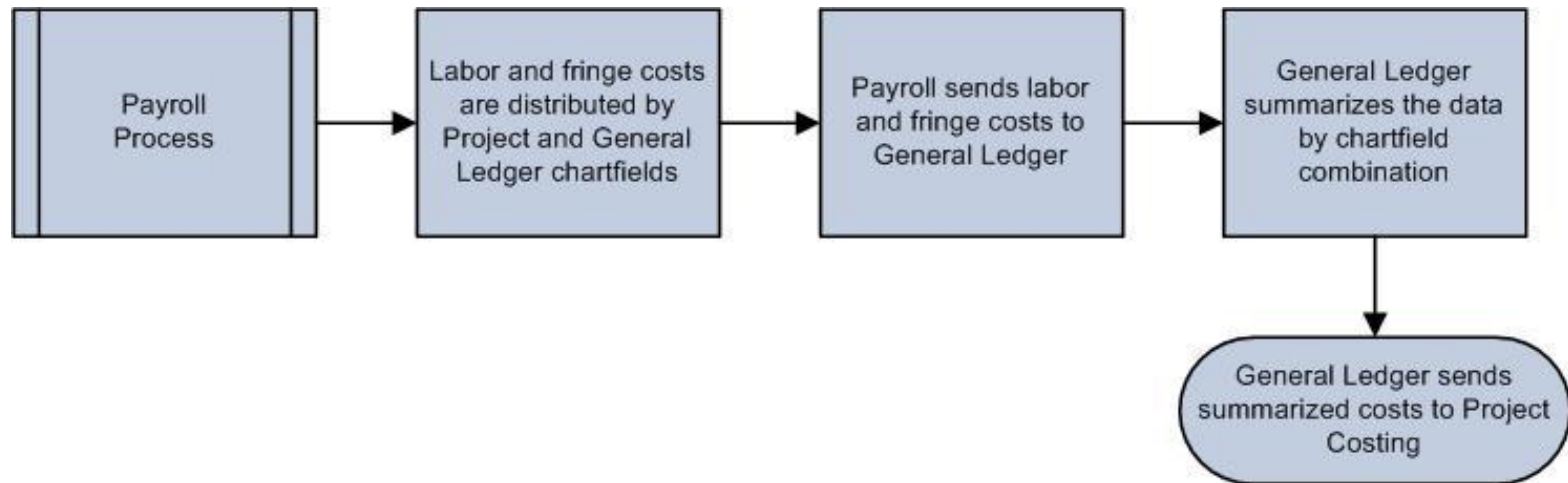
❑ Labor Distribution Process (cont.)

As discussed in Lesson One, Reported Time in Time and Labor is processed through Time Administration and becomes Payable Time. Another process then moves Payable Time into payroll calculation. Once payroll is run, labor cost is allocated back to Time and Labor. From there, Time and Labor “messages” statistical data to the Project Costing module in SMART, including employee ID, hours and task information from the timesheet. The only remaining data needed by Project Costing is the financial information.



Lesson 2: Enroll and Maintain Time Reporters

❑ Labor Distribution Process (cont.)



The financial information for labor costs passes from Payroll through the General Ledger. During the payroll process, labor and fringe costs are distributed to the applicable ChartFields; both Project Costing ChartFields and General Ledger ChartFields. Payroll (SHARP) sends this information to General Ledger (SMART). The integration in SMART of the General Ledger and Project Costing modules make the summarized costs available for review and analysis within a particular project.

Lesson 2: Enroll and Maintain Time Reporters

Lesson Summary



Whether your agency is entering time using Employee Self Service, using a Timekeeper to record time, or interfacing reported time, EVERY employee must be enrolled as a Time Reporter.



It is the responsibility of the Agency Time and Labor HR role to review changes to an employee's workgroup or taskgroup and coordinate the related update to the employee's Time Reporter Data.



SMART data such as Project Costing and General Ledger ChartFields is sent to SHARP; while statistical data as well as summarized costs are sent back to SMART after payroll calculation.



In Time and Labor, default schedules can have different default hours in each week of the pay period. For example, 8 hours REG Monday-Friday in week 1 and 10 hours REG Monday-Thursday in week 2.

In this lesson, I walked you through the basics of enrolling and maintaining time reporters and assigning default schedules.



Lesson 2: Enroll and Maintain Time Reporters

Lesson Summary Continued



All employees in Time and Labor agencies must be enrolled as time reporters so that their default time reporting template, workgroup, and taskgroup are setup before they report time on their timesheet.



Time Reporter data should be updated if the default workgroup or taskgroup changes. It should also be update if the employee transfers to a different agency or separates from service (terminates or retires).



The assigned schedule determines what hours and time reporting code default on an employee's timesheet each pay period. When changing an employee's schedule, the effective date should correspond to the first day of a pay period in which you want the change to take effect.



The "bridge" between SHARP and SMART enables agencies with projects and/or grants to show the labor costs alongside other costs for a project within the SMART Project Costing module.

In this lesson, I also touched on the basics of Labor Distribution. This completes Lesson 2.

